



KING COUNTY
COURT PROGRAM SPECIALIST
KING COUNTY SUPERIOR COURT
JUVENILE COURT SERVICES
Hourly Rate Range \$20.09 - \$25.50
Job Announcement: 06GF5847
OPEN: 2/6/06 CLOSE: 2/17/06

WHO MAY APPLY: This position is open to all qualified applicants.

WHERE TO APPLY: Required forms and materials must be sent to: **Human Resources Department, King County Superior Court, 516 Third Avenue, KCC-SC-0203, Seattle, WA 98104**, or hand-delivered to the King County Superior Court Reception Desk, **Room C-912** at the above address. Application materials must be received by **4:30 p.m. on or before the closing date**. (Postmarks are NOT ACCEPTED). Please call (206) 296-9355 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above and by the due date will not be processed.

FORMS AND MATERIALS REQUIRED: A [Superior Court application form](http://www.metrokc.gov/kcsc/app.htm), resume and letter of interest detailing your background and describing how you meet or exceed the qualifications and primary job functions. **Only Superior Court application forms will be accepted.** Application forms are available in Room C-912, King County Courthouse in downtown Seattle, or Room 2D, Regional Justice Center in Kent. You can also download the form at <http://www.metrokc.gov/kcsc/app.htm>

WORK LOCATION: This position is located at 1211 E. Alder Street in Seattle. Position may require working at alternate King County Superior Court locations.

WORK SCHEDULE: This is a full-time position working 35 hours per week. Work schedule is Monday through Friday, 8:30 a.m. to 4:30 p.m. The incumbent in this position will receive the County's full benefit package.

PRIMARY JOB FUNCTIONS: The incumbent is responsible for providing a variety of paralegal duties and courtroom support to the judges and commissioners at the Department of Juvenile Court Services.

Primary job functions include, but are not limited to:

- Review cases for compliance with local rules and procedures.
- Determine priority order of cases with respect to local court rules/legal time frames, availability of judicial officers, attorneys, and litigants.
- Create and maintain calendars for the Court.
- Write the Court's order. Assist litigants and attorneys by providing information and forms to comply with court orders. Follow-up with decisions and any problems presented.
- Act as a liaison between judges, court staff, and the public. Respond to inquiries from judges, attorneys, litigants, and the general public regarding specific rules and procedures.
- Coordinate security response to courtrooms and court-related areas for high profile or notorious cases.

- Participate in training new employees in processes, policies and software applications.
- May serve on various committees.

QUALIFICATIONS: A high school diploma or GED and five years' experience in court procedures and processes; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Must have demonstrated experience and skills in computer software applications including word processing and database management. Must be able to deal with competitive demands and diverse populations, and operate standard office equipment including photocopiers, facsimile machines, computers, telephones, etc. Must have excellent communication skills, interpersonal skills as applied to interaction with supervisor, co-workers, judges, attorneys, and must be able to effectively deal with the general public.

SPECIAL REQUIREMENTS: Finalists must pass a criminal background check and reference check.